

ATTORNEY FILING GUIDE
AMENDMENT TO SCHEDULES B, C, I, AND/OR J AND NOTICE
Page No. 1
Dated: January 19, 2010

A. Three Documents Required.

1. **Amendment and Notice (combined).** The amendment must be signed by the debtor. The notice must be signed by the attorney for the debtor. See Appendix 1G to the local bankruptcy rules.

Helpful Hint: Prepare Amendments to Schedule C separately as they need to be served on all creditors and other parties in interest.

2. **Amended Schedule B, C, I or J.** The amended schedule must be attached and must be entitled AMENDED SCHEDULE B, C, I or J.
3. **Certificate of Service.** The certificate of service must be signed by the attorney for the debtor and attached. If serving all creditors (Schedule C only), also attach the most current mailing list from CM/ECF.

B. Service.

1. When amending schedules **B, I or J - service is required on parties in interest**, which include Debtor(s) and any notice of appearance parties not receiving electronic notice.
2. When amending schedule **C - service is required on all creditors.**

C. Electronically Filing in CM/ECF.

Bankruptcy

Other

Amendment to Schedules or Statements with Notice

- ▶ Browse to find your main document - Amendment to Schedule and Notice. Right Click Open. Select. Attachments to Document: Select Yes. Click Next.

- ▶ Select one or more attachments.

Attach the required Amended Schedule B, C, I or J and type in the Description field ***Amended Schedule B, C, I or J***, Attach your Certificate of Service, and Click Next.

- ▶ Select the Party - Debtor. Click Next.
- ▶ Carefully review each of the display messages. If you have questions, stop and call the Clerk's office. Click Next.
- ▶ Link this amendment to the originally filed schedule. Click Next.
- ▶ Describe what is being amended, i.e., ***Schedule B***. Click Next.

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- ▶ Fee information screen displays. No fee is required. Click Next.
- ▶ Does the amendment you are filing require a fee? Select No from the drop-down list. Click Next.
- ▶ Final docket text samples:

Amendment and Notice of Amendment to **Schedule B** filed by Jane Anne Anonymous (related document(s) 1 Voluntary Petition (Chapter 7)). (Attachments: **#1 Amended Schedule B, #2 Certificate of Service**) (jjaty, Joseph J. Jones) (Entered: 01/15/2010)

Amendment and Notice of Amendment to **Schedule C** filed by Jane Anne Anonymous (related document(s) 1 Voluntary Petition (Chapter 7)). (Attachments: **#1 Amended Schedule C, #2 Certificate of Service, #3 Mailing List**) (jjaty, Joseph J. Jones) (Entered: 01/15/2010)